



Milton House Arts & Crafts on the Lawn

P.O. Box 245 Milton, WI 53563

Date of Show: August 18, 2019

Registration Contract

(Please Print Legibly)

FOR OFFICE USE ONLY

Paid w/ _____ Check # _____

Received Date _____

Rec'd by: _____ Space # _____

2018 Vendor? Y / N

Name: _____

Business Name: _____

Address: _____

City/State/Zip: _____

Primary Phone: _____

Email: _____

Craft (Detailed Description): _____

Cost per space: \$75.00 non-members (\$65.00 MHS Members) Amount Enclosed \$ _____

MAKE CHECKS PAYABLE TO: MILTON HISTORICAL SOCIETY

Exhibitor will agree and abide by the following rules upon being accepted into the Milton House Arts & Crafts on the Lawn.

PLEASE READ THE FOLLOWING SHOW CONTRACT RULES CAREFULLY.

COPY OF SIGNED AGREEMENT WILL BE MADE FOR YOU. PLEASE RETAIN THAT FORM FOR YOUR RECORDS. SEE INFORMATION SHEET FOR DETAILS.

Show Time: 9 a.m. - 4 p.m., Always the Third Sunday in August **Location:** Milton House Grounds, 18 S. Janesville Street, Milton, WI

Contact Information: Milton Historical Society; P.O. Box 245, Milton, WI 53563; (608) 868-7772; MiltonHouseArtsCraftsOnTheLawn@gmail.com

Parking: Vendor parking is located on Storrs Lake Road (east of the Milton House property), on the Milton House Parking Lot (south of Green Warehouse), Milton East Elementary School parking lot and any designated lots you are directed to by show staff. *Preferential parking will be given to those with disabled parking permits. DO NOT BLOCK ANY BUSINESS LOTS.* Business owners have the right to have your vehicle towed at your expense. For your safety and to protect our structures, do not drive on restricted areas.

Set up: Vendors are required to check-in before setting up. Failure to do so may jeopardize your booth's placement at future shows. Check in is at the Milton House Registration Desk. Check-in will be open Saturday, noon until 5pm. It will re-open 6:30am on Sunday. You must check-in for your current space before 8:15am Sunday morning. Booth setup may begin at noon on Saturday. No overnight security is provided. The Society assumes no responsibility or liability for losses due to early setup.

Registration & Check-in: You may register for next year's show at Vendor Check-in until 4 pm the day of, or via mail/email at a later date. We will not guarantee your current space for next year's show if you have not submitted all forms and payment by 4pm Sunday.

1. A signed contract is a commitment by the exhibitor to display his/her work during ALL scheduled hours of the show.
2. This is a juried show. A minimum of 4 photographs, will be **required annually**, one set to be included with this contract and one set to be kept in your booth. Only Milton House Arts & Crafts Staff should ask to see your photos. Photos required are as follows:
 - a. Photos of work in progress (this may take 3 or more photos)
 - b. Photo of raw material that you use (bulk fabric, unfinished wood, etc.)
 - c. Photo of your work area. If possible, a photo of you in your work area is even better. (We want to know it is you doing the work.)
 - d. Photo of a full view of your booth and/or display area. (Please contact A&C Staff with questions)
3. This is an outdoor show—BE PREPARED FOR INCLEMENT WEATHER. Show goes on RAIN OR SHINE. Tents must be anchored or weighted down.
4. The approved exhibitor will occupy his/her booth at all times. No subletting or sharing of space is permitted.
5. Exhibitors may not include items by other persons. **NO DEALERS, IMPORTS OR BUY-SELL MERCHANDISE.** Please contact a member of the A&C committee if you have any questions on this policy. If you are found to have prohibited merchandise for sale, you will be asked to pack up and leave within 30 minutes, forfeiting your rent. A staff observer will stay at your space until you leave.
6. Payment in full is due with the application. Fee is \$75 (Milton Historical Society Members \$65) per 12' x 12' space.
7. If you have not paid for the space, your merchandise may not be displayed beyond your booth's designated area. You will be subject to a penalty fee if you do not comply.
8. \$50 of your registration fee is a non-refundable deposit. This ensures your commitment to the show and is not transferable to another crafts person or future show.
9. If your registration payment does not clear the bank, you will be required to pay your booth fee in cash prior to setup day of show.
10. Cancellations must be made by June 1. Deposit fees will not be refunded.
11. Completed *WI Dept of Revenue Operators and Vendor/Sellers* form must be submitted with this contract.
12. All exhibitors must be set up by 8:30 a.m. and remain set up until the show ends at 4 p.m.
13. The exhibitor's space must be occupied by 8:30 a.m. the morning of the show, or the exhibitor will be considered a "no show." His/her space may be reassigned and no refund will be given.
14. Set-up and breakdown times will be strictly enforced. Breakdowns will not begin until the end of the show (4 p.m.). Vehicles will not be permitted into the grounds until after 4:30pm. **This is a safety issue.** Leaving early will jeopardize the right to return to this show.
15. If there is an **emergency** and you must breakdown early, contact the show staff first so we may remove barricades and escort your vehicle to and from the show.
16. Set up help is NOT provided.
17. Vendors will comply with set-up and parking regulations set forth at the top of this form.

Signed _____ Date _____